

**Amherst Budget Coordinating Group  
Summary Points – November 29, 2010**

At our November 29<sup>th</sup> meeting, the members of the Budget Coordinating Group agreed that the following points would be conveyed to our home boards and committees:

- 1) That the Master Budget Calendar maps out a plan to present budgets to the Finance Committee in time for recommendations to be created for Annual Town Meeting and for the Budget Coordinating Group to consider recommendations to the Finance Committee. Key dates for all home boards and committees include:

**January 27** (flexible): Executive summary (broad outline) budgets due to Finance Committee

**January 29:** Four Towns Meeting; the date for a second Four Towns Meeting is TBD

**February 10:** Budget presentations to BCG.

**February 17:** BCG follow-up meeting with feedback from home boards and committees to consider recommendations for changes to Finance Committee Preliminary Budget Guidelines, if any.

**February and March:** Budget presentations to Finance Committee

**April 4:** Select Board signs Town Meeting Warrant

**April 7:** Finance Committee develops consolidated budget for Town Meeting Consideration

**May 2:** Town Meeting begins

- 2) That any requests for budgets exceeding traditional percentage distributions will be considered as part of the February 10<sup>th</sup> budget presentations. BCG representatives will brief their home boards and committees on such information following that meeting and before February 17<sup>th</sup>, to get their feedback (support, opposition, neutrality or suggestions.) That feedback will be shared at the February 17<sup>th</sup> BCG meeting. The goal is to have any such request receive formal consideration by each home committee – as “more” for one budget area necessitates “less” for another – in order to formulate recommendations for Town Meeting. BCG requests that each home committee plan to meet between February 10<sup>th</sup> and 17<sup>th</sup> for this purpose. If there are no such requests, those meetings and the February 17<sup>th</sup> BCG meeting can be cancelled.